



**LANGLEY
POLICY
DIRECTIVE**

**Directive: LAPD 1500.5
Effective Date: October 5, 2004
Expiration Date: August 15, 2005**

**Responsible Office: Integrated Asset Management Team, Center
Operations Directorate**

SUBJECT: Signs and Directory Boards

1. SUMMARY

This directive sets forth the approval authority and responsibilities for obtaining exterior and interior signs and directory boards.

2. APPROVAL AUTHORITY

- a. The Facilities Master Planner, Integrated Asset Management Team (IAMT)

Design concept, location, and removal of exterior signs, except official traffic control, handicapped parking, and temporary signs (see below for these authorities); and overall management of unified exterior signage system.

- b. Safety and Mission Assurance Office (SMAO)

National standard environmental and safety signs (exterior and interior) and traffic control signs--temporary or permanent.

- c. Office of Communications and Education

Temporary special events signs.

- d. Technology Development and Integration Branch, Systems Engineering
Directorate

Interior room, name, and number signs, and bases for standardizing interior signage.

- e. Accessibility Integration Manager, IAMT

Location of handicapped parking and entrance access signs.

f. Facility Coordinators

Directory boards and letters.

g. Data Analysis and Imaging Branch, Systems Engineering Directorate

Consultation, as required, on graphics standards application to exterior and interior signs (this consultation is normally obtained by approval authorities, not initiators).

3. RECISION

LAPD 1500.5, dated May 4, 2004.

Jeremiah F. Creedon
Director